

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCE ADMINISTRATION

ANNOUNCEMENT NO: CFSA-09-P079	HUMAN RESOURCES GENERALIST, POSITION: (TRAINING), CS-301-13
OPENING DATE: 9/23/09	CLOSING DATE: OPEN UNTIL FILLED
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: 10/06/09 (And every two weeks thereafter)	SALARY RANGE: CS-13 \$72,010-\$92,782 PA
WORK SITE: WASHINGTON, D.C.	TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M. Monday – Friday
PROMOTION POTENTIAL: NONE	AREA OF CONSIDERATION: UNLIMITED
	NO. OF VACANCIES: ONE (1)
AGENCY: Child and Family Services Agency (CFSA), Office of Chief Administrative Officer (OCAO), Human Resources Administration (HRA)	

DURATION OF APPOINTMENT: | ☒ | Permanent | | Term (13 months to 4 years) NTE: Four (4) years
| | Temporary (Up to 1 year, Not-to-Exceed) _____

- | | **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**
- | ☒ | **This position IS NOT in a collective bargaining unit.**

RESIDENCY PREFERENCE AMENDMENT ACT:

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

Works as a Human Resources Generalist with an emphasis on Training and Organizational Development in the Human Resources Administration, Child and Family Services Agency (CFSA). Responsible for researching, developing, and conducting non-technical training programs and workshops for employees of the agency. The programs include but are not limited to new hire on-boarding, workforce development, leadership development, performance management, organizational change management and various human capital development areas. Perform training needs assessments/analysis to determine agency training gaps and training requirements including input into the effectiveness of on-going training programs, and the standards and guidelines for evaluating the impact of the programs agency-wide; Develops task based performance orientated course curricula and lesson plans, which are designed to achieve maximum development and demonstrates task competencies by the participants; Collaborates with agency leadership to identify and develop effective organizational development and change management plans in support of strategic and operational outcomes; Works in partnership with the CFSA Office of Training Services in facilitating learning and development activities; Serves as the liaison with District of Columbia Government Center of Workforce Development to coordinate and leverage trainings offered by CWD to address CFSA's training needs and gaps; Manage vendor relationships with third party training organizations, coordinate and negotiate contracts/services that will assist with fulfilling the agency training needs. Perform duties in other Human Resources functions, as required. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- Bachelor's Degree in Human Resources Management or Education and/or related course of study; or equivalent work experience
- 5-7 years Human Resources experience as a Generalist, at least 2 years specifically in Training/Organizational Development, Teaching, or Instruction
- SHRM Certification (PHR or SPHR) preferred

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge.

FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

1. Thorough knowledge of Federal and District of Columbia Employment laws including but not limited to, Title VII, Executive Order 11246, FLSA, ADA, FMLA, ADEA, ERISA, NLRA, etc;
2. General knowledge of DCHR and Federal personnel policies, procedures, regulations and personnel management;
3. Ability to assess and address the training and learning styles of participants to best achieve desired results;
4. Ability to communicate effectively orally and in writing to develop and conduct training sessions using adult learning practices;
5. Proficient in Microsoft Office(i.e. Excel, Word, PowerPoint) and HRIS PeopleSoft applications;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

TO APPLY:

FAX TO: (202) 727-5750

EMAIL TO: cfsa.jobs@dc.gov

WEB SITE: www.cfsa.dc.gov

TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

OFFICIAL JOB OFFERS ARE MADE ONLY BY HUMAN RESOURCES ADMINISTRATION
